

**EXTERNAL - Job Order Detail**  
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

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**Department:** DEPARTMENT OF LABOR & INDUSTRY

**Division:** Unemployment Insurance

**Bureau:** Contributions

**Date Posted:** 05/20/2008

**Job Category:** Office and Administrative Support

**Position Number:** 66202059

**Position Title:** DATA ENTRY CLERK

**Bargaining Unit:** 038

**Union:** MPEA

**Location:** HELENA

**Job Status:** Full Time Permanent

**Salary:** \$16,482.00 to \$20,603.00

**Salary Unit:** Year

**Additional** Applicants' qualification will be assessed based on minimum

**Salary Info:** qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

**Shift:** Daytime

**Band:** 2

**Closing Date:** 06/04/2008

**Supplement Required:** No

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**Applications must be received by 5:00pm on the closing date.**

**Apply to your Local Montana Job Service Center**

**- OR -**

**State Agency:**

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

**Phone:** (406) 444-3710

**Fax:** 444-3685

**TTY:** 444-0532

**E-mail:** [dliapps@mt.gov](mailto:dliapps@mt.gov)

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**Special Information:**

For further information about DLI agency and job application materials see:

<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

This position requires extensive keyboard/monitor use and sitting for long periods of time. The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

**Duties:**

This position works in the Accounting and Collection Section of the Unemployment Insurance Division. The incumbent uses software databases of the Entry Manager System (NovaTek) and the Unemployment Insurance Tax (UIT) System to capture data for the Employer Wage History and Tax Information. Verifies data, reviews for errors, and resolves and reconciles data. Responds to requests from internal and external customers. Ensures data information is input correctly and processed in a timely manner. Calculates page sub-totals to ensure detection and correction of errors. Verifies illegible social security numbers and employees' last name using mainframe database. Enters tax portion of the Employer Quarterly Wage Report and payment information from the employer's check. Determines corrective action to be taken when system does not accept information entered. Enters various types of adjustments and payment transactions. Reproduces batch reports. Maintains and files batch reports numerically. Participates in section and unit meetings. Provides input and on rotation will take and transcribe minutes from meetings. Performs backup duty for the switchboard operators. Routes telephone calls and directs walk-ins to appropriate person or unit. Performs other duties as assigned.

**Competencies:**

The successful incumbent should have skills and knowledge of data entry, bookkeeping methods and techniques, and word processing, spreadsheet and database software applications. Must have skills and the ability to provide timely and effective documentation; communicate effectively orally and in writing; work on multiple tasks; proactively focus efforts and energy on successfully attaining goals and objectives; think creatively and recommend innovative solutions; assume accountability for decisions, actions and results; follow issues through to completion; maintain effective working relations; and work as a team member to accomplish goals in work area. Within a reasonable time on the job must be able to interpret and explain wage and tax data entry's procedures; analyze employer computer reports and source documents to verify the correctness of information provided; and to key alphabetic and numeric materials rapidly and accurately while maintaining productivity standards. Must have behavioral competencies in Customer Focus, Integrity, Teamwork, Communication, Continuous Learning, and Quality. The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers.

The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

**Education/Experience:**

The required knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to three years. Qualifying experience includes data entry on a personal computer or with extensive use of a 10-key calculator. Qualifying education includes secondary level and above coursework in related fields, such as office procedures, business and computers. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts upon interview or prior to hire for pay setting purposes.

**Application materials required initially for this position include the following:**

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants claiming the Veterans' or Persons with Disability Employment Preferences (PD-25A) must provide verification of eligibility with the application materials.

\* Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings/>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered. Applicants who complete this process and are determined to have met qualifications may be selected for an interview.

\*\* Selection will be based on the following:

Qualifications = 30%      Capabilities = 60%      Seniority = 10%